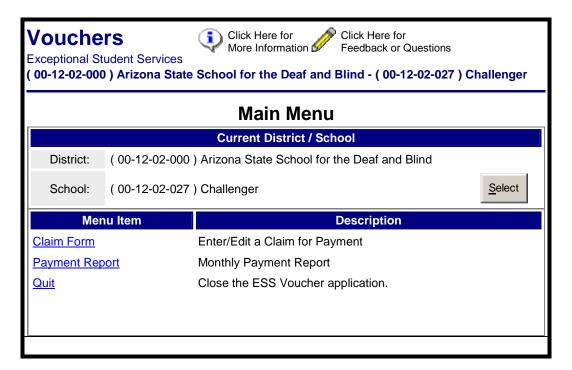
Instructions for On-Line Voucher Application

Direct questions to: Lori Damanti (602) 542-3303 Idamant@ade.az.gov

For assistance with technical matters related to the on-line voucher application contact the Regional Training Center in your area.

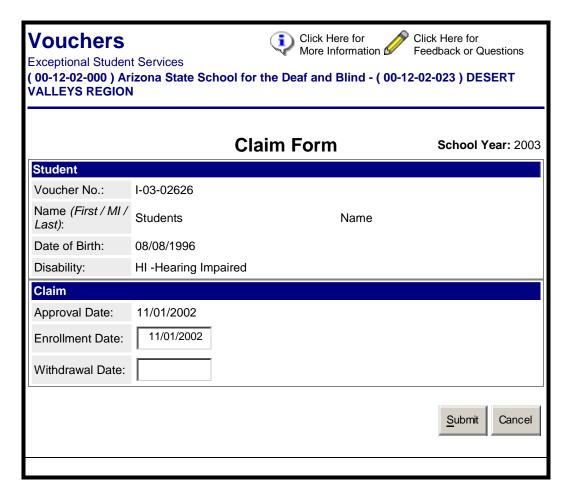
Northern Arizona RTC (888) 394-1377 San Simon RTC (866) 830-5128 Tempe RTC (480) 965-3366 Tucson RTC (520) 225-4959

- Access the Arizona Department of Education's Common Logon Web Site http://www.ade.az.gov/commonlogon/Login.asp?Mode=Logon.
- Enter User Name and Password and Click "Continue".
 Note: Contact Lori Damanti if you do not have a Common Logon Account.
- Click on ESS Vouchers.
 Note: Contact Lori Damanti if ESS Vouchers is not included in the list of applications
- Click on "Select" and choose a school.



Claim Form: use this link to enter enrollment and/or withdrawal dates for approved students who have a change in enrollment. Note: all claim forms must be submitted by the 10th of every month in order to be processed that month. Any claims submitted after the 10th of the month will be processed the following month.

- Click on "Claim Form".
- Click "ALL" to receive a full list of all students who have approvals, or search by voucher number, students name, or first letter of their last name.
- Click on the blue Voucher Number in front of the student's name.



- Enter date that the student enrolled in educational services at your facility and/or the date that the student withdrew.
 - Note: Date format: MM/DD/YYYY
- Click "Submit".
- Continue entering enrollment/withdrawal dates for each approved student with changes to their enrollment.

Payment Report: use this link to view and/or print your payment reports.

- Click on "Payment Report".
- Click on "Print".

Quit: Use this link to leave the ESS Voucher application and return to the Common Logon application access menu.

• Click on "Quit".